

 <p>DEPARTMENT OF MATHEMATICS EDUCATION UNIVERSITAS PENDIDIKAN INDONESIA</p>	<p>DOCUMENT-LEVEL DEPARTMENT</p>	<p>CODE : POB DEPDIKMAT-012</p>
<p>TITLE: MOVE STUDY PROGRAM</p>		<p>Issued date: February 2020</p>
<p>AREA: ACADEMIC ADMINISTRATION</p>		<p>Revision: 01</p>

STANDARD OPERATING PROCEDURE MOVE STUDY PROGRAM

A. RATIONAL

Change of study program, namely the transfer of study programs carried out by students because the person concerned does not have the talent and interest in his original study program. The student decides to change the study program after consulting with the Academic Supervisor and Head of the Study Program. Students are also possible to consult with UPT Counseling Guidance and Career Development.

B. SCOPE

This standard operating procedure includes

1. Procedures and requirements for the transfer of students between departments/study programs.
2. The parties involved in the process of moving study programs.

C. AIM

This standard operating procedure aims to

1. The orderly mechanism for moving departments/study programs within the Indonesian University of Education
2. There is coordination between departments/study programs involved in moving departments/study programs.

D. REFERENCE

1. Government Regulation No. 19/2005 on National Education Standards;
2. Government Regulation no. 15 of 2014 concerning the UPI Statute of PTNbh.
3. UPI Strategic Plan 2010-2015
4. Rector's Regulation No. 052 of 2020 concerning Guidelines for the Implementation of Education at the University of Education of Indonesia for the year concerned;
5. UPI Academic Calendar for the year concerned.

E. PROCEDURE

Requirements to change study program:

1. The student who proposes has obtained a minimum of 60 credits, is suspected of having talent and interest in the intended study program.
2. Similar study programs.
3. The Head of Department/Head of Study Program recommends that after the student has participated in the academic activities in the original program, they are not talented.
4. Head of Department/Head of Study Program assesses that the student has talent and interest in the new program.
5. The student submits an application for a study program transfer to the Head of the original Department/Study Program with a copy to the Head of the Department/Study Program you wish to enter.
6. The transfer application letter is submitted before the new semester starts.
7. Based on the application, the head of the department or the head of the study program contacts the head of the department or the head of the study program that the applicant student is interested in changing study programs.
8. The Dean/Vice Dean for academic and student affairs submits a letter to the Rector through the Vice Chancellor for Academic Affairs.
9. The Chancellor, through the Vice Chancellor for Academic Affairs, issues a Decree (SK).
10. The decision letter is submitted to the student concerned, the original faculty, and the intended faculty.